

**REAL ESTATE CONTRACTUAL FORMS ADVISORY COMMITTEE
MEETING MINUTES
JULY 22, 2013**

PRESENT: Stephen Beers, Casey Clickner, Michael Gordon, Cori Lamont, Scott Minter, Richard Petershack, Jonathan Sayas, Gary Tritz, and Jack Drzewiecki

EXCUSED: Debra Conrad, Kim Moermond, Michael Sewell, Peter Sveum,

STAFF: Angela Hellenbrand, Executive Director; Joshua Archiquette, Bureau Assistant and other Department Staff

Steven Beers, Chair called the meeting to order at 10:04 a.m. A quorum of nine (9) members was confirmed.

ADOPTION OF AGENDA

MOTION: Richard Petershack moved, seconded by Scott Minter, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Cori Lamont moved, seconded by Casey Clickner, to approve the minutes of May 2, 2013. Motion carried unanimously.

EXECUTIVE DIRECTOR MATTERS

MOTION: Richard Petershack moved, seconded by Gary Tritz, to switch the order of agenda items "G.2 Time Share Issues" and "G.3 WB-35 Simultaneous Exchange Agreement" for the Board's next meeting. Motion carried unanimously.

ADJOURNMENT

MOTION: Gary Tritz moved, seconded by Cori Lamont, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 1:53 p.m.